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Approved For Release 2004/05/05 : CIA-RDP84-00780R000300060018-6

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

*Acting* Deputy Director (Support)

NO.

DATE

27 MAR 1963

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. *Acting* Director of Logistics  
/ C 50 Quarters Eye

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Alan:

For your information and guidance.

Note the requirement in paragraph 2 that a report be submitted on the policy adopted. Please prepare an appropriate reply for DD/S signature.

*/s/*  
H.G.L.

Att: Memo to Heads of all Federal Depts., Agencies, and Independent Commissions for T. J. Reardon, Jr., dtd 19 March 1963, re GSA policy concerning non-discrimination clause in government leases.  
(DD/S 63-1211)

EA-DD/S:RBF:maq (27 Mar 63)

Distribution:

Orig - Adse w/O of DD/S 63-1211

✓ 1 - DD/S Subj w/O of DD/S 63-1211  
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THE WHITE HOUSE  
WASHINGTON

March 19, 1963

MEMORANDUM TO:

THE HEADS OF ALL FEDERAL DEPARTMENTS, AGENCIES,  
AND INDEPENDENT COMMISSIONS


The General Services Administration has adopted a policy to include a facilities nondiscrimination clause in government leases. This policy was adopted because Negro Federal employees and Negroes doing business with the Federal government in some portions of the country could not use the eating facilities located in buildings where the government leased office space. Under this new policy, leases will not be executed or renewed unless all facilities of a public nature in the building are available on a nondiscriminatory basis.

Your cooperation in the implementation of this policy is requested in two respects:

1. It may be necessary to relocate some field offices or to select alternate available space where lessors or prospective lessors refuse to adopt a nondiscriminatory policy. The General Services Administration is prepared under these circumstances to locate suitable alternate space. The full cooperation of the departments and agencies at this point is essential to the success of the GSA policy.

2. In accord with prior discussions at subcabinet meetings, it is recommended that if your agency exercises independent rental authority, you adopt a policy similar to that promulgated by the General Services Administration in order to insure a uniform Federal procedure. Please report on the policy adopted.

A copy of the General Services Administration policy is attached.

  
T. J. Reardon, Jr.  
Special Assistant  
to the President

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